

**BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND
INSPECTION CHECKLIST 34-3**

2 JULY 2001

Services

COMMUNITY SUPPORT FLIGHT

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OPR: SVX (Lt Col Joni L. Miranda)
Supersedes AFSPCCL34-3, 1 May 98.

Certified by: SV (Col David J. Estill)
Pages: 16
Distribution: F

This checklist reflects Command requirements for Services Community Support Flight to prepare for and conduct internal reviews.

SUMMARY OF REVISIONS

This checklist has been revised to update references and add commander and supervisor responsibilities. A bar (|) indicates a revision from the previous edition. Revisions include new questions for Recreation Pools.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the functions.
2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. **AFSPC checklists will not be supplemented.** Units produce their own standalone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See **Attachment 1**.

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Director of Services

Attachment 1

SERVICES COMMUNITY SUPPORT FLIGHT CHECKLIST

Table A1.1. Checklist.

MISSION STATEMENT: Provide customer demand driven skills development, recreational flying, fishing & shooting, boating, golfing, and bowling programs, and eating establishments through commander/director, deputy, flight chief, and activity manager oversight of SV programs.			
SECTION 1: SKILLS DEVELOPMENT			
1.1. CRITICAL ITEMS	YES	NO	N/A
1.1.1. Is regular maintenance and inspection of equipment conducted and documented? (AFM 34-134, Chapter 3, para 3.1.)			
1.1.2. Are Equipment Qualifications Cards required? (AFM 34-134, Chapter 3, para 3.2.1.)			
1.1.3. Are daily self-inspections conducted and documented as required? (AFM 34-134, Chapter 3, paras 3.1. and 3.5.4.)			
1.1.4. Does the center comply with AFOSH and OSHA standards at all times? (AFM 34-134, Chapter 3, para 3.1., AFI 34-111, Chapter 10, para 10)			
1.1.5. Are safety education programs conducted continuously for all personnel? (AFM 34-134, Chapter 3, paras 3.7.1., 3.7.2., AFI 34-111, Chapter 10, para 10)			
1.1.6. Are ozone depleting chemicals in Auto Skills Center handled using the guidance in AFI 32-7080, Chapter 3?			
1.1.7. Is oil and fuel contamination of water and soil in car wash and Auto Skills Development Center managed IAW AFI 32-7080, para 2.2.?			
1.1.8. Does the Skills Development Director manage the use of hazardous chemicals in the Skills Development Center as directed in AFI 32-7080, para 2.2.?			
1.1.9. Are potentials for lead based paints in Skills Development Center managed as directed in AFI 32-7080, para 2.2.?			
1.2. NON-CRITICAL ITEMS	YES	NO	N/A
1.2.1. Is the skills development program managed as a single unit and does the Skills Development Director supervise the total program? (AFI 34-111, Chapter 3, para 3 and AFM 34-134, Chapter 9, para 9.1.2.)			

1.2.2. Does the director or activity manager use Corporate Prism to determine the size and share of the center's customer market for the installation, identify potential market increases, and plan improvements aimed at increasing program participation? (AFM 34-134, para 9.1.1.)	YES	NO	N/A
1.2.3. Does the director maintain an Annual Marketing and Publicity Plan? (This may be a part of the annual program plan.) (AFM 34-134, Chapter 2, para 2.1.3.)			
1.2.4. Do OIs specify age limits and safety requirements? (AFM 34-134, Chapter 1, paras 1.2.2., and 1.2.3.)			
1.2.5. Are instructional classes and instructors selected based on surveys, customer interests and needs? (AFM 34-134, Chapter 1, para 1.4.1.)			
1.2.6. Are Instructors paid staff, official contractors or certified skilled volunteers? (AFI 34-111, Chapter 9, para 9.2.)			
1.2.7. Is the center program designed to be self-sustaining? (AFM 34-134, Chapter 1, para 1.1.3.)			
1.2.8. Is resale merchandise priced at no greater than a 70% cost of sales? (AFM 34-134, Chapter 2, para 2.1.1.)			
1.2.9. Are fees and charges set to operate on a break-even basis and approved by the installation commander? (AFM 34-134, Chapter 2, para 2.3.1.)			
1.2.10. Are only NAF manpower resources used to maintain NAF equipment? (AFI 34-111, Chapter 8, para 3)			
1.2.11. Are customers restricted from the use of facilities or equipment for personal financial gain? (AFI 34-111, Chapter 8, para 8)			
1.2.12. Does the skills development program receive at least 50% APF support? (AFI 65-101, Chapter 2, para 2.1.)			
1.2.13. Do customers have first claim on facilities' use? (AFI 34-111, Chapter 8, para 8.1.)			
1.2.14. Are using activities charged a service fee? (AFI 34-111, Chapter 8, para 8.3.)			
1.2.15. Does the center staff provide an information library of materials? (AFM 34-134, Chapter 1, para 1.2.4.)			
1.2.16. Does the Skills Development Director post flyers and other information on local programs? (AFM 34-134, Chapter 1, para 1.2.4.)			
1.2.17. Does the center staff provide information on local merchants with supplies and equipment for sale? (AFM 34-134, Chapter 1, para 1.2.4.)			
1.2.18. Does the center staff make available maps, guides and brochures of local destination museums, craft fairs, places of interest, meets and contests? (AFM 34-134, Chapter 1, para 1.2.4.)			
1.2.19. Are all staff aware of the basic responsibilities for each shop manager which are addressed in AFM 34-134, Chapter 9? (AFM 34-134, Chapter 2, para 2.2.)			

1.2.20. Are Operating Instructions prepared for each functional area? (AFM 34-134, Chapter 1, para 1.2.2., and Chapter 2, para 2.2.)	YES	NO	N/A
1.2.21. Does the director or activity manager develop a 5-year facility and equipment requirements and purchasing plan, and an annual training program, and appropriate NAF financial plan? (AFI 34-111, Chapter 11, para 11)			
SECTION 2: AERO CLUBS			
2.1. CRITICAL ITEMS	YES	NO	N/A
2.1.1. Does the Aero Club safety officer hold a safety meeting for the membership at least once a month? (AFI 34-217, para 3.2.)			
2.1.2. Has the Aero Club manager established comprehensive ground safety programs, including aircraft servicing, ground handling, and maintenance activities? (AFI 34-217, para 3.8.1.)			
2.1.3. Are all flight restrictions contained in AFM34-232 followed and adhered to by all club pilots operating club aircraft? (AFM 34-232, para 3.16.)			
2.1.4. Are aircraft records maintained according to manufacturer's maintenance manuals and FAA directives? (AFM 34-232, para 5.1.)			
2.2. NON-CRITICAL ITEMS	YES	NO	N/A
2.2.1. Are mishaps reported in accordance with procedures contained in AFI 34-217? (AFI 34-217, para 3.5.)			
2.2.2. Does the Services commander/director investigate pecuniary liability for mishaps IAW applicable guidance? (AFI 34-217, para 3.7.)			
2.2.3. Do all members desiring to obtain/maintain PIC privileges have all the flight checks required and have they been administered by a club flight instructor? (AFM 34-232, para 3.13.5.)			
2.2.4. Is the Aero Club Manager responsible for all aspects of the club's operation? (AFM 34-232, para 6.1.)			
2.2.5. Is AF Form 270, Aero Club Operations (RSC: HAF-SV(Q) 9495), submitted to HQ AFSPC/SVPB NLT the 12th calendar day following the end of the quarter? (AFM 34-232, Atch 6)			
2.2.6. Does the Services commander conduct an inspection of the Aero Club at least every 12 calendar months? (AFI 34-217, para 4.7.1.)			
2.2.7. Does the Aero Club manager maintain a membership/training folder for each member, containing the required documents listed in AFM 34-232? (AFM 34-232, para 1.6.)			
2.2.8. Has the installation commander determined boundaries of the local flying area? (AFM 34-232, para 3.4.)			

2.2.9. Does the pilot and clearing authority sign a written clearing check-list for all flights? (AFM 34-232, para 3.10.)	YES	NO	N/A
2.2.10. Are ground school and flight training curriculum certified by the FAA under FAR part 141 for training leading to the issuance of an initial Private, Commercial, or Instrument Rating? (AFM 34-232, para 3.12.)			
2.2.11. Are only qualified Aero Club pilots operating aircraft in support of the U.S. Force Survival, Recovery & Reconstitution Plan, search and recovery operations, and other operational missions? (AFI 34-217, para 1.2.1.3.)			
2.2.12. Are all aircraft owned or operated by the Aero Club registered IAW FARs? (AFI 34-217, para 2.8.)			
2.2.13. Are members encouraged to use Aero Club aircraft as a method of temporary duty (TDY)? (AFI 34-217, para 1.2.2.)			
2.2.14. Has the installation commander appointed, in writing, an operations, maintenance, and safety advisor to serve as a direct operational link with the club? (AFI 34-217, para 4.6.)			
2.2.15. Has the installation commander included Aero Club facilities in ground safety and fire protection inspections? (AFI 34-217, para 4.6.)			
2.2.16. Has the Services commander approved the club's Standard Operating Procedures containing all the items described in Atch 2, AFM 34-232, and a copy provided to each member? (AFI 34-217, para 4.7.1. and AFM 34-232, para 3.1.)			
2.2.17. Have Aero Club pilots who have deviated from requirements and restrictions contained in AFM 34-232, reported them to the Aero Club Manager as soon as practicable? (AFM 34-232, para 1.1.3.)			
2.2.18. Has the Aero Club manager received written permission from HQ AFSVA/SVPAR before a newly acquired aircraft is operated? (AFM 34-232, para 1.4.)			
2.2.19. Does the current maintenance status board or printed documentation available to pilots contain the minimum information? (AFM 34-232, para 5.6.)			
2.2.20. Do all members desiring to obtain/maintain PIV privileges have all the flight checks required and have they been administered by a club flight instructor? (AFM 34-232, para 3.13.5.)			
2.2.21. Are all flight restrictions contained in AFM 34-232 followed and adhered to by all club pilots operating club aircraft? (AFM 34-232, para 3.16.)			

SECTION 3: OUTDOOR RECREATION			
3.1. CRITICAL ITEMS	YES	NO	N/A
3.1.1. Are all program personnel certified in standard first aid and CPR? (AFI 34-110, para 3.2.)			
3.1.2. Has the manager established Ois for smoking, alcohol use and are minimum age restrictions observed? (AFI 34-110, para 8.8., para 13.8.3., para 19.19., and para 23.3.)			
3.2. NON-CRITICAL ITEMS	YES	NO	N/A
3.2.1. Is the overall APF support goal of at least 50% met? (AFI 34-110, Chapter 5)			
3.2.2. Have all staff members been to, or scheduled for, specified training? (AFI 34-110, Chapter 3, para 3.1., 3.2., Chapter 12, para 12, Chapter 13, para 13.4.1., 13.4.2., Chapter 16, para 16, Chapter 19, para 19 and Chapter 27, para 27)			
3.2.3. Does the manager use Corporate Prism and Corporate Standards in program development? (AFI 34-110, Chapter 4, para 4.1., and 4.2.)			
3.2.4. Are fees charged only for maintenance on loan items? (AFI 34-110, Chapter 23, para 23.1.1.)			
3.2.5. Are fees charged to cover all NAF expenses on rental items? (AFI 34-110, Chapter 23, para 23.1.2.)			
3.2.6. Are fees charged to cover repair and cleaning only on items purchased with APF for issue? (AFI 34-110, para 23.1.3.)			
3.2.7. Are written instructions provided to customers on use and care of equipment? (AFI 34-110, Chapter 23, para 23.4.)			
3.2.8. Are policy instructions written to cover the major issues in FAM-CAMPs to include: reservations, length of stay, pet policy, use of alcoholic beverages, and any site restrictions? (AFI 34-110, Chapter 4, para 4.2.)			
3.2.9. Has the manager identified who's responsible for emergency services and local community fees at off-base recreation areas? (AFI 34-110, Chapter 14, para 14.1.)			
3.2.10. Has responsibility for site safety and security been established? (AFI 34-110, Chapter 27, para 27, Chapter 28, para 28, and Chapter 29, para 29)			

SECTION 4: ROD AND GUN CLUB			
4.1. CRITICAL ITEMS	YES	NO	N/A
4.1.1. If weapons, ammunition/reloading supplies are sold, is the guidance contained in BATF P 5300.4, Your Guide to Federal Firearms Regulations, or its replacement being complied with? (AFI 34-110, para 16.3.)			
4.1.2. Do customers and staff wear eye and ear protection, (shooting glasses and ear muffs) on the shooting range? (AFI 34-110, para 16.6.)			
4.2. NON-CRITICAL ITEMS	YES	NO	N/A
4.2.1. Are sales limited to authorized club members and Services users? (AFI 34-121, para 1.4.)			
4.2.2. Has the club manager (or designated club officer) reviewed and updated operating instructions annually and ensured copies are available to club members? (AFI 34-121, para 2.6.)			
4.2.3. Has the membership/community support flight chief approved all club operating instructions? (AFI 34-121, para 2.5.)			
SECTION 5: RECREATION POOLS			
5.1. CRITICAL ITEMS	YES	NO	N/A
5.1.1. Does the pool/hot tub (if applicable) meet sanitary standards? (AFOSH 161-14, para 1-2)			
5.1.2. Is there proper rescue equipment available whenever the swimming pool is being used? (AFI 34-110, para 13.6.)			
5.1.3. Are at least two lifeguards on duty and at their stations (chair stand or deck patrol) during open recreational swim periods? (AFI 34-110, para 13.3.1.)			
5.1.4. Do lifeguards and aquatic instructors maintain nationally recognized certifications? (AFI 34-110, para 13.4.)			
5.1.5. Are children 10 years of age or younger under the direct supervision of an individual who is at least 18 years old? (AFI 34-110, para 13.8.1.)			
5.2. NON-CRITICAL ITEMS	YES	NO	N/A
5.2.1. Does the base civil engineer have the responsibility for water care, chlorinating, water clarity, and operating the water filter system? (AFI 34-110, para 6)			
5.2.2. Are water depths on the pool deck marked at least every 10 feet? (AFI 34-110, para 13.2.1.)			

SECTION 6: VETERINARY SERVICES	YES	NO	N/A
6.1. CRITICAL ITEMS	YES	NO	N/A
None			
6.2. NON-CRITICAL ITEMS	YES	NO	N/A
6.2.1. Are only authorized customers allowed to use the program? (AFI 34-262, Table A2.1 and 2.2.)			
6.2.2. Are owners of privately-owned animals charged for all items provided or used for their animals' care? (Army Regulation (AR) 40-905, para 6.1.B.)			
6.2.3. Is the operational control, including hours of operation, supervising NAF employees, setting prices, inventory control, and other policy matters of the Veterinary/Animal Care Services under the Army Veterinary Corp Officer-in-Charge? (HQ USAF/ILV memo, 25 Feb 98)			
SECTION 7: SNACK BARS (Applies to all snack bars regardless of location)			
7.1. CRITICAL ITEMS	YES	NO	N/A
7.1.1. Are sanitation and housekeeping self-inspections conducted weekly using an AF Form 977, Food Facility Evaluation , and kept on file for at least 90 days? (AFM 34-128, para 9.6.)			
7.1.2. Are food handlers current in training IAW local food handler requirements? (AFM 34-128, para 9.2.)			
7.2. NON-CRITICAL ITEMS	YES	NO	N/A
7.2.1. Has the RMFC approved the safeguards for the protection of cash and other assets? (AFI 34-202, para 2.1.)			
7.2.2. Are "healthy alternative" food items being featured? (AF Fast Food Management Guide, page 114, para D.5)			
7.2.3. Is there a planned Capital Requirements Budget detailing facility improvements, equipment and supply requirements? (AF Fast Food Management Guide, page 111, para A10)			
7.2.4. Are there portion control packet standards established for quantities to issue with take-out and deliveries? (AF Fast Food Management Guide, page 115, para D14)			
7.2.5. Are menu items supported with production standards (cost menu cards) and/or standardized recipes? (AF Fast Food Management Guide, page 116, para F1)			

7.2.6. Are menu items accurately priced using menu item cost cards and standardized recipes? (AF Fast Food Management Guide, page 117, para H1)	YES	NO	N/A
7.2.7. Are employees properly scheduled to meet the service and production peaks and valleys? (AF Fast Food Management Guide, page 119, para J1)			
SECTION 8: CLUBS			
8.1. CRITICAL ITEMS	YES	NO	N/A
8.1.1. Are sanitation and housekeeping self-inspections conducted weekly using an AF Form 977, Food Facility Evaluation, and kept on file for at least 90 days? (AFM 34-128, para 9.6.)			
8.1.2. Are food handlers current in training IAW local food handler requirements? (AFM 34-128, para 9.2.)			
8.1.3. Does the club have a signed and approved Core Menu program Signature Brand Operating Agreement on file and has the club implemented the Core Menu that's mandatory 1 Oct 99? (FY98 ALA/Club Manager Worldwide Workshop)			
8.1.4. Does the club have an approved annual marketing objective plan and management action plan on file? (Clubs Golden Eagle Operational Standards)			
8.1.5. Has the club instituted the AF Member Value Pricing program IAW current policy? (HQ USAF/ILV Memo, 31 Mar 98 and USAF Clubs Eligible Non-Member Surcharge Policy and Members Only Program Implementation Guide, Oct 97)			
8.1.6. Is the catering function separately broken out as a sub cost center in the club's portion of the MWR Fund and all expenses recorded properly? (HQ AFSPC/SV Memo, 7 May 97, Establishing Separate Cost Center Code and Financial Target for Club Catering Programs)			
8.2. NON-CRITICAL ITEMS	YES	NO	N/A
8.2.1. Does the club have an advisory committee made up active duty military or federal government civilians with at least 5 voting members elected by the general membership and/or appointed by the installation commander? (AFI 34-115, para 3.9.1. and 3.9.3.)			
8.2.2. Does the installation commander approve committee minutes? (AFI 34-115, para 3.9.7.)			
8.2.3. Is there an established food par stock for such items as dry goods, canned goods, condiments, fresh and frozen meat items and supply items? (AFM 34-128, para 3.2.2.)			

8.2.4. Are personnel, authorized to receive purchases, designated in writing? (AFM 34-128, para 3.3.)	YES	NO	N/A
8.2.5. Are the following items available in Food-Trak for all menu items: a. Cost cards developed for all menu items (AFM 34-128, para 3.6.2.) b. Are standardized recipes and menu cost cards used to determine portions, costs, and used to ensure standard procedures in preparation are followed? (AFM 34-128, para 3.4.)			
8.2.6. Are storeroom keys controlled and issued to authorized staff only? (AFM 34-128)			
8.2.7. Are all beverages and supplies secured when not in use? (AFM 34-128, para 4.3.)			
8.2.8. Are beverage keys accounted for at all times? (AFM 34-128, para 4.3.)			
8.2.9. Have all bar service personnel read, signed, and acknowledged understanding of dramshop liability? (AFI 34-219, para 1.3.2.1.)			
8.2.10. Is the club using the Prime Vendor Program for buying at least 80% of their food items? (AFM 34-128, para 3.2.2.)			
8.2.11. Is honorary membership granted only after careful, judicious study and reviewed annually? (AFI 34-115, para 1.5.2.)			
8.2.12. Has the installation commander approved the use of the club by nonmembers? When nonmembers use the club, are they prohibited from receiving free or reduced price meals available to members, their dependents and guests? (AFI 34-115, para 1.11.)			
8.2.13. Have employees signed a comprehensive set of employee house rules indicated they acknowledge them? (AFM 34-128, para 2.1.1.2.)			
8.2.14. Have position descriptions for all employees been developed? (AFM 34-128, para 2.1.1.1.)			
8.2.15. Has the club manager enrolled civilian employees in Air Force DoD training programs? (AFM 34-128, para 2.2.2.)			
8.2.16. Is an active employee incentive awards program in place? (AFM 34-128, para 2.1.1.4.)			
8.2.17. Is routinely scheduled employee training programs conducted and training annotated on AF Form 971, Supervisor's Employee Brief ? (AFM 34-128, para 2.3.)			
8.2.18. Has the club manager established and maintained standards for customer service and preparation, presentation and serving of food items? (AFM 34-128, para 3.1.)			
8.2.19. Does the club have a professionally prepared party brochure? Is it readily available for handouts to customers? (AFM 34-128, para 5.1.)			
8.2.20. Are standard beverage/drink recipes used to make mixed drinks? (AFM 34-128, para 4.3.)			

8.2.21. Does the club have all the required Operating Instructions (OIs) on hand and are they current? (AFI 34-115, Attachment 2)	YES	NO	N/A
8.2.22. Are regularly scheduled inspections conducted to reduce hazards and determine replacement or maintenance needs? (AFM 34-128, para 10.2.)			
8.2.23. Is the policy that non-members and their families who are eligible for membership in that club may not attend as guests except as described in AFI 34-115, para 1.5., being enforced and used to gain and maintain club membership? (AFM 34-128, para 1.3.)			
8.2.24. Do civic and civilian nonprofit organization affairs (special functions) meet the criteria outlined in AFI 34-115, para 1.11.? (AFM 34-1128, para 1.5.)			
8.2.25. As a minimum, do personnel have a currently calibrated platform scale at the receiving area? (AFM 34-128, para 3.3.2.)			
8.2.26. Are food production orders used to control food costs and ensure consistency through standardized recipes? (AFM 34-128, para 3.6.)			
8.2.27. Have specifications for the purchase of meat, food, and supply items been developed? (AFM 34-128, para 3.2.1.)			
8.2.28. Are purchases checked against the invoice to insure quantities ordered are quantities received? (AFM 34-128, para 3.3.)			
8.2.29. Is there a policy on employee meals? (AFM 34-128, para 2.1.1.5.)			
8.2.30. Have par stock levels been established for each bar based on buying lead time? (AFM 34-128, para 4.2.4.)			
8.2.31. Are all bartenders using the standard one ounce shot size? (AFM 34-128, para 4.3.)			
8.2.32. Are safety signs stating "ENSURE NO ONE IS INSIDE BEFORE CLOSING OR LOCKING" posted on all freezer doors when the door must be locked from the outside? (AFM 34-128, para 3.4.)			
8.2.33. Is an equipment log maintained containing descriptions of each piece of equipment, date acquired, maintenance and cleaning schedules, and agency responsible for maintenance? (AFM 34-128, para 3.8.)			
8.2.34. Do entertainment contracts include standards to govern performer's conduct while performing in the club? (AFI 34-115, para 2.1.)			
8.2.35. Is the club manager complying with commercial sponsorship procedures as outlined in AFI 34-207? (AFI 34-115, para 2.1.)			
8.2.36. Are club focus groups being performed? (HQ AFSPC/SVP Memo, 23 Sep 97, Club Focus Group Policy)			
8.2.37. Is the dues rate for retired military members who live 50 or more miles from the closest AF base 50% or less of the dues rate for active duty counterparts? (USAF Club Framework for Action, ReBLUEing Air Force Clubs, Retiree Dues Policy, page 6)			

SECTION 9: GOLF COURSE			
9.1. CRITICAL ITEMS	YES	NO	N/A
9.1.1. Are all personnel who apply pesticides DoD certified as a pest applicator? (AFI 34-116, para 3.9.1.)			
9.1.2. Are all employees who apply pesticides issued and required to wear personal protective clothing and trained in proper handling techniques (HAZMAT)? (AFI 34-116, para 3.9.2.)			
9.1.3. Are the following areas covered on the course? (AFI 34-116) a. Are all known hazards on the course grounds clearly marked? b. Are signs clearly posted at all course water hazards that state "Do not drink" and "No swimming or fishing"? c. Does the golf course supply sufficient drinking water when the temperature exceeds 80 degrees Fahrenheit? d. Does the golf course have established written procedures for advising players of course weather warnings? e. Are protective shelters for players on course grounds? (AFI 34-116, para 3.8.)			
9.2. NON-CRITICAL	YES	NO	N/A
9.2.1. Are all personnel authorized use of the golf facilities paying the established fees and charges? (AFI 34-116, para 2.3.1.)			
9.2.2. Is there a policy and/or procedure that ensures pro shop employees alert patrons of the use of pesticides on the course when they are being applied? (AFI 34-116, para 3.9.1.)			
9.2.3. Does the maintenance staff consult with base bio-environmental engineering about proper pesticide disposal? (AFI 34-116, para 3.9.1.)			
9.2.4. Are employees that apply pesticides enrolled in the occupational health program? (AFI 34-116, para 3.9.2.)			
9.2.5. Is the turn over resale inventory in the Pro Shop at least 2.5 times per year? (AFI 34-116, para 2.1.)			
9.2.6. Is the golf course providing discounted junior golf programs and annually conducting at least three instructional golf programs targeted specifically at novice players? (AFI 34-116, para 2.3.1.)			
9.2.7. Are DoD civilians, who are retired military, paying according to their retired military grade? (AFI 34-116, para 3.1.4.)			
9.2.8. Are cash register receipts or other dated receipts given to each customer paying a daily greens fee? (AFI 34-116, para 3.1.9.)			
9.2.9. Has the director of golf established an annual grounds and equipment preventive maintenance program? (AFI 34-116, para 3.4. and 3.5.)			

9.2.10. Are procedures in AFI 34-262 used to establish eligibility and priority requirements for those using the golf course facilities and pro shop? (AFI 34-116, para 2)	YES	NO	N/A
9.2.11. Is the golf course director using all available MIS data as appropriate to make sound business based decisions on a recurring basis? (AFI 34-116, para 4.6.)			
9.2.12. Does the golf course submit a merchandising plan with the annual fiscal year budget including purchases, sales, pricing strategies, and profit margin goals? (AFI 34-116, para 2.1.3.)			
9.2.13. Is the golf course using a controlled pre-numbered card or receipt for people paying advance greens fees? Cards must show the person's name, grade, and the date of expiration. (AFI 34-116, para 3.1.10.)			
9.2.14. Are advanced green fee cards and punch cards or coupons from other Air Force Golf courses being honored? (AFI 34-116, para 3.2. and 3.2.1.)			
9.2.15. Does the Installation Commander approve all tee-time policies? (AFI 34-116, para 3.3.1.)			
9.2.16. Are golf course personnel ensuring that preventive maintenance is being performed IAW equipment manufacturer's recommendation and ensuring that all personnel operating the equipment have proper training and adequate tools? (AFI 34-116, para 3.5.)			
9.2.17. Does the driving range prominently display a list of local range safety procedures? (AFI 34-116, para 3.7.)			
9.2.18. Does the director of golf do the following: (AFI 34-116) a. Provide employee training and career development to fulfill the mission, meet standards, and accomplish program objectives by using information systems? b. Prepare required financial, program, facility and equipment reports? c. Develop a 5-year facility and equipment requirements and purchasing plan, and an annual program training, and appropriated fund/NAF financial plan? d. Use Corporate Prism to determine the size and share of the golf market for the installation, identify potential market increasing, and plan improvements aimed at increasing program participation?			
9.2.19. Are the E1 – E4 rates at least 75% of lowest daily and advance fees? (AFI 34-116, para 3.1.3.)			

SECTION 10: BOWLING			
10.1. CRITICAL ITEMS	YES	NO	N/A
10.1.1. Is an ongoing Installation Commander safety program existent, particularly in the maintenance area? (AFI 34-118, para 19)			
10.1.2. Are the mandatory core programs and promotions conducted yearly? (AFSVA Bowling Golden Eagle Standards)			
10.2. NON-CRITICAL ITEMS	YES	NO	N/A
10.2.1. Are the criteria outlined in AFI 34-262 used to determine bowling center use? (AFI 34-118, para 1.1.)			
10.2.2. Does the bowling manager provide staff training to upgrade knowledge and qualifications? (AFI 34-118, para 27)			
10.2.3. Is the bowling center complying with certification and sanctioning requirements of the American Bowling Congress (ABC), Women's International Bowling Congress (WIBC), and Youth American Bowling Alliance (YABA), except at our site locations? (AFI 34-118, para 14)			
10.2.4. Is the control of bowling lineage being accomplished? (AFI 34-118, para 10)			
10.2.5. Has the flight chief directed the development of a 5-year plan for bowling center operations and is it current? (AFI 34-118, para 26)			
10.2.6. Is there an established major and minor preventive maintenance program as outlined in manufacturer manuals or other industry guidelines? (AFI 34-118, para 28)			
10.2.7. Is there an identity for the food operation using a theme or another method that separates it from the bowling center? (AFI 34-118, para 12.1.)			
10.2.8. Has management developed a bowling equipment spare parts inventory and parts control record? (34-118, para 18)			
10.2.9. Is the bowling center using a daily facility inspection checklist to document facility cleanliness and maintenance? (AFM 34-238, para 6.1.)			
10.2.10. Has the manager established goals for the bowling center and developed program objectives that aim towards reaching those goals? (AFM 34-238, para 1.4.3.)			
10.2.11. Has the snack bar hours of operations been reviewed to ensure it's only opened during the hours necessary to meet profit objectives and goals? (AFM 34-238, para 4.6.)			
10.2.12. Are house rental shoes sanitized after each use? (AFM 34-238, para 6.2.6.)			
10.2.13. Are programs evaluated ongoing using the tools and techniques outlined in AFM 34-238? (AFM 34-238, para 1.5.)			

10.2.14. Are the snack bar food and beverage items controlled using the tools and techniques outlined in AFM 34-238? (AFM 34-238, para 4.4.)	YES	NO	N/A
10.2.15. Are the fund handling, change funds, cash register operations, and inventory requirements outlined in AFM 34-238 being followed? (AFM 34-238, Chapter 7)			
SECTION 11: ALCOHOL CONTROL (Applies to all alcohol serving activities)			
11.1. CRITICAL ITEMS	YES	NO	N/A
11.1.1. Have all servers of alcoholic beverages read published operating instructions (OIs) that prohibit serving alcoholic beverages to those who appear to be intoxicated and not in complete control of their faculties and have the servers signed a statement that they understand these responsibilities? (AFI 34-219, para 1.3.2.)			
11.1.2. Do all activities which sell alcoholic beverages comply with applicable state laws (when alcohol can/cannot be sold, ages of those serving/selling, and ages of those purchasing, etc.)? (AFI 34-219, para 1.1.)			
11.1.3. Is the installation complying with the Alcohol Deglamorization Program guidance and procedures? (AFI 34-219, para 1.5.)			
11.2. NON-CRITICAL ITEMS	YES	NO	N/A
11.2.1. Does the base hold annual training to familiarize beverage supervisors and servers with Air Force drinking policies? (AFI 34-219, para 1.4.)			
11.2.2. Does the base supplement to AFI 34-219 contain the authorized listing of on-base facilities where alcoholic beverages are allowed to be served and consumed? (AFI 34-219, para 2.1.6.)			
11.2.3. Are activity managers not allowing individuals to bring personal supplies of alcoholic beverages into buildings or on the grounds where activities sell or serve alcohol? (AFI 34-219, para 2.5.)			
SECTION 12: SLOT MACHINES			
12.1. CRITICAL ITEMS	YES	NO	N/A
12.1.1. Are slot machines located only in authorized overseas locations (clubs, recreation lounges, bowling center, etc?) (AFM 34-129, para 1.2.)			
12.1.2. Are all personnel directly involved in slot machine operations and their families prohibited from playing the slot machines? (AFM 34-129, para 1.3.2.)			

12.1.3. Has the Chief of Services ensured that an annual review of slot machine internal control procedures is conducted with a checklist provided by HQ AFSVA? (AFM 34-129, para 1.5.)	YES	NO	N/A
12.1.4. Are there always two people present (one representing the activity where the slot machine is and an Independent Observer (IO) whenever cash or internal parts of a slot machine or slot machine stand are exposed? (AFM 34-129, para 4.2.)			
12.2. NON-CRITICAL ITEMS	YES	NO	N/A
12.2.1. Does the installation NAF Council minutes, approved by the installation commander, contain all actions pertaining to slot machines? (AFM 34-129, para 2.4.)			
12.2.2. Has the Chief of Services designated in writing the location of the key containers, used by the IO, and the location of the spare keys and spare locks maintained by the NAF Accounting Office? (AFM 129, para 2.5.)			
12.2.3. Has the Resource Management Flight Chief or the installation NAF Custodian implemented procedures to perform periodic, unannounced observation visits of slot machine operations, documenting any significant findings and corrective actions taken? (AFM 34-129, para 2.7.)			
12.2.4. Has the IO been trained and present whenever the activity manager or designee collects cash or when the maintenance technician opens a machine or stand in the operational area? (AFM 34-129, para 2.9.)			
12.2.5. Does the activity manager ensure prescribed internal controls and operational procedures are followed by all activity personnel involved with the slot machine operation? (AFM 34-129, para 2.11.)			
12.2.6. Is the slot machine game room operated IAW the procedures contained in AFM 34-129? (AFM 34-129, para 3.2.)			
12.2.7. Are signs posted displaying slot machine rules and operational policies at conspicuous locations throughout the game room or slot machine area and do the signs contain at least the minimum requirements? (AFM 34-129, para 3.7.)			
12.2.8. Is there a slot machine Life of Fund file and does it contain the appropriate documents prescribed in AFM 34-129? (AFM 34-129, para 4.5.)			
12.2.9. Is the cash collected from each slot machine periodically, at least biweekly and/or at the end of each month? (AFM 34-129, para 5.5.)			
12.2.10. Does the maintenance technician annotate all maintenance work by machine number on the appropriate AFSVA form? (AFM 34-129, para 6.1.5.)			